

CHAPTER OVERVIEW

This chapter will describe the policy and procedures for continuing ongoing casework for families with children in out-of-home care.

- 8.1 Services for Family-Centered Out-Of-Home Care
- 8.2 Family/Child Moves from County

8.1 Services for Family-Centered Out-Of-Home Care

Activities for Ongoing Casework

1. Present case at the Family Support Team.
2. Implement treatment plan using steps outlined in Chapter 7 of this section.
3. Continue placement support services.
 - Make necessary plans for the child who may require a different out-of-home care setting.

Related Subject: Chapter 13, of this section, Placement of the Child with Another Provider.

4. Continue services to parents and child.
 - Continue any needed referrals and assistance to the parent(s) for accessing primary and preventive health care, including prenatal care, well-baby and postnatal care, and child-spacing services.
5. Assess progress at each FST meeting, renegotiate plan if necessary and determine permanency options:
 - A. Reunification;
 - B. Adoption;
 - C. Guardianship;
 - D. Placement with a Fit and Willing Relative; or
 - E. Another Planned Permanent Living Arrangement (APPLA).
6. Include parent(s) in the development of a new case plan (CS-1), which will be presented at the Family Support Team meeting.

7. Review decision with parent(s).
8. Refer youth, ages 13 through 15, who have not completed "CHOICES" Independent Living Program, to "CHOICES". Complete a "CHOICES" referral and submit to the ILP specialist. Participate in the assessment process with ILP specialist and contracted ILP trainer.

Related Subject: Chapter 21, of this section, Chafee Foster Care Independent Living Program.
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9. Assess youth's (age 16 - 21) independent living strengths and needs by completing the CS-3, Life Skills Inventory. For youth participating in Independent Living group skills training, the Daniel Memorial Assessment may be substituted for the CS-3. Develop the CS-1 ATT, IL Case Plan, for presentation at the first six month PPR. The youth must be engaged during the case planning process and should acknowledge his/her own personal responsibility for the success of the plan. Involve in the assessment and case plan development:
 - a. Youth;
 - b. Birth/foster parents;
 - c. IL specialist, where possible; and
 - d. Child care worker, if placed in residential treatment.

Provide "What's It All About?" A Guidebook for Teens in Foster Care, when the youth reaches age 13 – 21.

NOTE: If the youth is in a county other than the case manager county, the Children's Service Worker shall develop the CS-3 or obtain the Daniel Memorial Assessment from the independent living specialist if the youth is participating in ILP group skills training. The CS-1 attachment shall be submitted to the case manager county.

Related Subject: Chapter 21, of this section, Chafee Foster Care Independent Living Program.
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10. Add recommendations of the FST to the CS-1, and CS-1 ATT. for youth 16 or over.
11. Complete report to the court using FST recommendations and other necessary data.
 - a. Submit completed CS-1, and CS-1 ATT. for youth age 16 or over, if the court allows, in place of the court report;

- b. Request the court amend the current court order if placement/services recommended in the long-term permanency treatment plan are deleted or if the permanency goal changes.
12. Obtain any necessary court approval.
 - Participate in any scheduled court hearings.
13. Begin implementation of decision, referring to pertinent procedures.
14. Continue efforts to locate absent parent(s).
15. Record all activities every 30 days.

NOTE: When reunification with the natural parents is the goal, steps should be taken as quickly as possible to achieve it. Concurrent planning also begins at out-of-home placement.

CLOSE ATTENTION MUST BE GIVEN TO PERMANENCY PLAN ACHIEVEMENT FOR CHILDREN RECEIVING OUT-OF-HOME CARE SERVICES. ADMINISTRATIVE REVIEWS, COURT REPORTS, COURT HEARINGS, AND FSTS ALL COMBINE TO ASSIST IN ACHIEVING AND PROTECTING THE CHILD'S RIGHT TO A PERMANENT FAMILY WHO ACCOMMODATES THE CHILD'S SPECIAL NEEDS AND BEST INTERESTS.

16. Begin TPR actions if adoption was the optional permanency decision.

Related Subject: Chapter 26, of this section, Termination of Parental Rights.

17. Develop other permanency options (concurrent planning) if adoption is not likely and reunification is not possible.
18. Continue reports to court as necessary.
19. Request the court amend the current court order if any treatment services or permanency options change.
20. Seek administrative review in the last 30 days of each treatment period as follows:
 - a. From the county director or his/her designee by the end of each treatment period.
 - b. From the area director or his/her designee by the end of the fifth treatment period (15 months).

NOTE: County Directors may request an Area Director review at any time if the case assessment indicates major barriers exist in achieving the treatment plan.

21. Seek additional reviews from the Area and/or Central Office, if the following conditions appear to exist:
- a. Return of the child to his natural family is unlikely;
 - b. The court has taken no action regarding the Division's request to file a TPR request;
 - c. The court has denied a termination of parental rights petition; or,
 - d. Other barriers are identified which impede case progress.

NOTE: If a child remains in out-of-home care beyond 15 months, his total situation must be aggressively evaluated keeping in mind the principle of permanency planning.

If return of the child is unlikely or TPR action is deemed impossible, a guardianship plan must be discussed through supervisory channels.

NOTE: Area office can seek case review assistance from Central Office, if necessary, to aid in permanent plan achievement to prevent foster care drift. The request to Central Office should be submitted with appropriate materials including an assessment of the major barriers to case progress.

8.2 Family/Child Moves From County

1. Child in out-of-home care placed in-state.
 - a. Reach agreement between case manager, service county, if different, and receiving county on placement of child.
 - b. Confirm placement through telephone or IOC.
 - c. Complete IM-42, SS-61 and record all contacts and transfer summary. Transfer duplicate case record to case manager within ten (10) working days after placement. Once received, case manager will transfer duplicate case record to new service county within five (5) working days after assuring current information on family/client is in the record.
 - d. Close CS-67A's for any services child is receiving.

NOTE: When a client moves to another county and is expected to continue to receive services, worker will close CS-67A and enter new county code and new client address, if known, on the CS-67 to transfer form to new county. The new county will update eligibility information on CS-67 and complete new authorization (CS-67A). The authorizing worker in the new service county will reauthorize services for child if they are still needed, and if a provider is available.

2. Child in out-of-home care placed out-of-state.

Related Subject: Chapter 25, of this section, Interstate Placement.

- Complete IM-42, SS-61, close any active CS-67A's, and record all contacts and transfer summary. Transfer duplicate case record to case manager county within ten (10) working days, if child was not in county of court jurisdiction.

3. Parent of child in out-of-home care moved within state.

- a. Confirm with parent or collateral that parent has moved.
- b. Notify Division office by telephone or letter depending on evaluation of risk of any other children in the home or need for immediate services. Request confirmation within five (5) days.
- c. Receive confirmation to transfer case, complete IM-42, SS-63, close any active CS-67A's, attach IOC giving status of case and name of the Children's Service Worker who verified residence. Complete recording of all contacts and transfer summary.
- d. Transfer duplicate case record to case manager within ten (10) days, if case was in a service county and is being transferred to another service county. Once received, case manager will transfer duplicate case record to new service county within five (5) days, after assuring current information on the client is in the record.

4. Parent of child in out-of-home care moved out-of-state.

- a. Confirm with parent or collateral that parent has moved.
- b. Notify case manager of the move, if service county.
- c. Transfer case record to case manager completing IM-42, SS-63, closing any active CS-67A's, and recording of all contacts and transfer summary. Transfer within ten (10) days of move.
- d. Contact public child welfare agency in the state where the parent resides via letter or phone call, followed by letter, to provide services.

5. Confirm family's residence and notify sending county within five (5) days.
 - a. Update SS-63, or SS-61 when case is assigned to a Children's Service Worker.
 - b. Reauthorize any necessary children's treatment services or PS day care (which are part of case plan), if these services are still necessary, and if a provider is available.
6. When there is a change in court jurisdiction and the child will have a new Children's Service Worker, contact the Eligibility Specialist (ES) within five (5) days via an IOC and state the child's case is being transferred. The IOC shall indicate:
 - a. The child's name as it appears on the SS-61;
 - b. The child's DCN;
 - c. The county the child's case has been transferred to; and
 - d. The date of transfer.

MEMORANDA HISTORY: CS03-32